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# புதுச்சேரி மாநில அரசிதழ்

## La Gazette de L' État de Poudouchéry

## The Gazette of Puducherry

### PART - II

#### சிறப்பு வெளியீடு

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No. }	Puducherry	Tuesday	23rd	October 2012
(1 Kartika 1934)				

GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT (WELFARE)

[G.O. Ms. No. 69/2012-Wel.(SW-IV), dated 15th October 2012]

#### NOTIFICATION

The Lieutenant-Governor, Puducherry is pleased to make the following prospectus, rules and regulations for accommodation of working women/girl students in the Government Hostel in the Union territory of Puducherry, namely:-

“The Government Hostel for Working Women/Girl Students in the Union territory of Puducherry Rules, 2012”.

2. This issues with the concurrence of the Finance Department, *vide* their U.O. No. 836/FD/F5/FD, dated 7-9-2012.

3. This order takes effect from 1-4-2012.

(By order of the Lieutenant-Governor)

**P. RAJALAKSHMI,**  
Under Secretary to Government (Welfare).

**PROSPECTUS, RULES AND REGULATIONS**  
**GOVERNMENT HOSTEL FOR WORKING WOMEN/GIRL**  
**STUDENTS, PUDUCHERRY**

1. *Management.*— The hostel will be under the immediate supervision of the Warden who is in-charge of the maintenance of the hostel, supervision and collection of dues from the members and keeping proper accounts.

2. *Admission.*— (a) Women employed in offices, organisations, firms, schools, etc. and girl students who pursue higher studies in colleges, polytechnic etc., will be admitted into the hostel and treated as members thereof. Any one desirous of seeking admission shall submit an application to the Warden, Working Women's Hostel, in the prescribed form (bearing the rules and regulations of the hostel) accompanied by a registration fee of ₹ 50 in the form of cash together with the recommendation of the Head of the Institution or Office or College, where the applicant works/studies, a letter from the parents seeking accommodation and authorising local guardian, consent letter of local guardian to attend the inmate at the time of emergency, a list of men visitors approved by the parent, xerox copy of ration card, passport size photo of applicant etc. Admission will be made by the Director of Department of Women and Child Development.

(b) On admission, the members would be permitted to occupy the allotted room on payment of caution deposit of ₹ 1,000 which is refundable at the time of the inmate leaving the hostel, after deducting there from the amount due by the members towards boarding, lodging and other charges and other dues towards damage incurred, if any. The membership shall commence from the date of payment of caution money.

3. *Rooms.*— The allotment of a room shall be made by the Warden and no one will be permitted to exchange the room or remove hostel furniture from one place to another without the permission of the Warden. Every member shall sign a receipt of all the articles provided for her and they shall be returned in good condition when the member leaves the room.

4. *Attendance.*— No member shall be absent from the hostel without previous intimation to the Warden. The students must return to the hostel before 6.30 p.m. and working women before 8.00 p.m. On special occasions, permission for the late return may be obtained from the Warden. The latter shall keep a register for the purpose wherein the entries for absence shall be made by each inmate indicating the time of departure and time of arrival. If overnight stay is contemplated, the address should also be clearly indicated.

5. *Visitors.*— The members must produce on admission, a signed list of men visitors as approved by their parents. Other men visitors will not be normally permitted. The Warden may at her discretion permit the inmates to see men visitors other than those approved by their parents, if any situation so demands.

**Visiting time :**

On working days . . Between 7.00 a.m. to 9.00 a.m.

and 5.30 p.m. to 7.00 p.m.

On holidays . . Between 10.00 a.m. to 12.00 noon

and 3.00 p.m. to 7.00 p.m.

All visitors will be permitted to meet the members only at the drawing room. Visitors must not be taken round the hostel or to the rooms.

6. *Absence:*— A resident can spend “night away” only with the previous permission of the Warden. Change of parents/guardians address must be intimated to the Warden promptly.

When the members are going out for weekends or on long leave, they should submit a letter to the Warden and enter in out-going register maintained in the hostel. No reduction in room rent or in any other charges will be allowed.

7. *Withdrawals/Dismissal of admission.*— Two months notice shall be given in writing before any one decides to leave the hostel, except in extraordinary cases of sudden transfer. Failure to give advance notice will entail forfeiture of month's rent.

If the inmate's behaviour is not satisfactory, the Warden may vacate the inmate from the hostel, on approval of the Director, Department of Women and Child Development.

8. *Room rent and other charges.*— Members shall be required to pay every month the following charges :

1. Room rent per month . . ₹ 650 per month for working women and ₹ 500 per month for student subject to revision from time to time.

(should be paid on or before 7th of succeeding month).

In addition, the establishment charges, electricity, water, cable T.V charges, magazine, newspapers etc. should be borne by the inmates by dividing system subject to revision from time to time. (This does not include dhobi charges which will have to be borne by the inmates themselves). Use of laptop, computers, mobile phone should not cause disturbance to other inmates.

2. As per the present existing instruction of Government of India, female Government servants staying in Government-run hostels are not entitled to receive their HRA and CCA.

9. *Mess.*— The Mess Committee consisting of 3 members of the hostel and the Warden as Chairman shall look after the mess. The total expenditure incurred in running the mess shall be divided among the members equally. The Mess Committee may provide both vegetarian food and non-vegetarian food. The Cashier of the Mess Committee shall collect the amount as decided by the committee in advance before 5th of every month towards the charges for the mess. A person failing to pay the advance can be asked to vacate the hostel by the Warden, after the Director, Department of Women and Child Development, approves the same.

If a member is continuously absent for three days or more with proper intimation to the Mess Committee through the Warden, a reduction will be allowed in mess charges only.

The members shall not enter the kitchen and give instructions to the cook. No food will be supplied/taken to the rooms except for the sick inmates.

10. *Guests.*— On previous intimation, only women guests will be permitted for a temporary stay of five days in a month and will be charged as room rent ₹ 25 per day of stay and should be paid in advance to the Warden. Casual guests may be allowed with the permission of the Warden. The mess charges will be fixed by the Mess Committee in consultation with the Warden and should be paid to the Cashier of the Mess Committee.

11. *Miscellaneous.*— (a) The members should make their own arrangements for taking their meals etc., to their offices if they cannot come to the hostel at the scheduled time.

(b) They should secure medical aid from outside only. When the inmate falls sick, she should report the matter to the Warden.

(c) Inmates have to meet the dhobi charges themselves for washing their clothes.

12. *Keeping of rooms and hostel premises.*— The residents should keep their rooms tidy and be punctual at the mess. The rooms should be kept open for inspection at 8.00 a.m. and at 8.00 p.m. on all days.

They should keep dining room, dining table etc., clean and tidy and should avoid dropping food wastes in the wash basin and in wash area.

The hostel management will not hold itself responsible for any loss sustained by the members of any money or valuables.

13. The earlier Rules and Regulations for the Working Women Hostel published in the Gazette of Pondicherry No. 48, dated 1st December, 1970 are superseded.